

SOLE SOURCE PROCUREMENT REQUEST

Please complete and email to: vip@azdoa.gov

Entire document MUST be completed	
Section 1	
Requesting Agency: ADOA/ Management Services Division - Surplus Property Office	
Vendor: The Mcfarlane Group, Inc.	Estimated Cost: \$19,7000.00
Section 2	
Brief description of materials or services: Annual Maintenance Agreement for the Surplus Property Management Inventory System	
Section 3	
Briefly describe why this procurement is Sole Source and why there is only a single source available: The maintenance agreement required by ADOA supports the Surplus Property Management Inventory System which was created by the Mcfarlane Group, specifically for the ADOA Surplus Property Office. As the software owner, the Mcfarlane Group is the only one capable of maintaining and servicing this software.	
Duration of this Sole Source procurement: 7/1/2007 - 6/30/2008	
Briefly describe the efforts made to seek other sources: ADOA Procurement verified this information via internet search and research of existing State contracts. After exploring these avenues, we have determined that this maintenance is propriety.	

Send comments to the following individual:

Requesting Agency Contact Information	
Procurement Officer: Christine Fruitman	
Phone Number: 602-542-9158	Email Address: christine.fruitman@azdoa.gov

State Procurement Website Posting Information	
R2- 7-E301 requires the State Procurement Administrator shall post the request on the State Procurement Office website and invite comments on the Sole Source request for five working days.	
Date Posted: 6/8/2007	Date Closed: 6/15/2007